

College Age Dependent Tuition Benefits

Tuition Benefit Policy

7/16/2009

Eligibility: If you are employed in a regular position of half-time or more, you are eligible to receive college tuition grant(s) for your eligible child(ren). If you work less than half-time, hold a limited-term or temporary position, you are not eligible.

Waiting period: You must complete **three full years** of consecutive service at the college prior to participation in this plan. If you satisfy the three-year service requirement by the first of the month following the start of classes, you will be considered to have satisfied the service requirement for that semester. The waiting period will be waived if you come to Smith College from a college or university where you were eligible for a similar tuition benefit. Your prior eligibility must be documented in writing by your former employer.

Child eligibility: Tuition grants are available for a natural, adopted, or stepchild of yours, your spouse, or your same-sex domestic partner. The child must be unmarried and under age 24 and must qualify as your dependent for tax purposes in the current calendar year.

40% Dependent Grant Benefit: The child must be enrolled as a full-time student in an undergraduate degree program at an accredited two- or four-year college or university. A maximum of four academic years of assistance will be provided (i.e. 8 semesters, 12 trimesters and/or 16 quarters). The tuition grant is equal to 40% of the college's or university's tuition, up to an annual maximum of \$14,423.20. Grants are prorated if you work part-time. Grants may be used to pay for tuition and mandatory or educational service fees, except for room and board, laboratory fees, late fees and books/course materials costs. The total compensation of the Smith grant and any other grants or scholarships your child receives in a given academic year cannot exceed 100% of tuition.

Daughters at Smith Benefit: The child must be enrolled as a full-time student in an undergraduate Smith College degree program. Tuition grants are not awarded to children in Smith Graduate degree or School for Social Work programs. The tuition benefit is equal to 60% of Smith College tuition for any of the options described above. Tuition assistance is prorated if you work part-time. The benefit is not applied to the room and board, laboratory fees, late fees, music performance fees, books and other course materials. There are three tuition benefit options for children who wish to attend Smith College:

- (1) Your daughter may attend Smith College as a full-time student to pursue an undergraduate degree. She must apply and be accepted through the normal admissions process for traditional undergraduate students. This benefit also applies if your daughter attends a Junior Year Abroad Program.
- (2) A daughter who is enrolled in a degree program at another college may attend Smith College as a full-time visiting student for a semester or a year. She would apply through the normal admissions process for visiting students.
- (3) A daughter or son who is enrolled in a degree program at another college may enroll on a part-time basis in Smith College courses. There is a limit of eight credits per semester, or sixteen credits in total per year. Your son or daughter would submit a letter to the Registrar requesting enrollment on a part-time basis.

Change in status: Once a tuition grant payment has been made on your child's behalf it is your responsibility to notify Human Resources promptly if any of the following occur: (1) the student withdraws or takes a leave from school; (2) the student obtains his/her undergraduate degree; or (3) the student ceases to be your IRS tax dependent.

Tax issues: Please consult with Human Resources regarding current legislation on the taxability of tuition benefits.

Questions: For questions regarding this tuition plan, please refer to the full description in your handbook or contact the tuition benefits administrator in Human Resources at x2273.





Tuition Benefit Application

College Age Dependent Tuition Benefits

SECTION 1 = Employee Information

Name: _____ Employee ID: _____

Department: _____ Campus Ext: _____

SECTION 2 = Required Student Information

Child's Name: _____ Birth Date: _____ SSN: _____

Enrolled / Enrolling as: _____ 1st year _____ Sophomore _____ Junior _____ Senior

Does this child qualify as your eligible IRS tax dependent? _____ Yes _____ No

I have provided complete and accurate information on this application in accordance with the Tuition Assistance program. I understand that any inaccurate information I provide on this application may adversely affect eligibility for a tuition benefit under this plan, and that Smith College may seek to recover from me any benefits paid based on any inaccurate information provided.

Employee Signature: _____ Date: _____

SECTION 3 = Tuition Benefit Information, complete the appropriate section

I am applying for the (40%) Tuition Grant Benefit

Applying for which Term: _____ Fall _____ Winter _____ Spring _____ Summer

Name of College/University: _____

Is this child receiving any financial aid other than this grant? _____ Yes _____ No

*A copy of the itemized tuition bill along with any financial award for the above named student must be attached to this application in order for it to be processed.

I am applying for the Daughters at Smith Tuition Benefit

Daughter attending Smith College full-time

Daughter visiting Smith College full-time for a YEAR or SEMESTER (circle one)

Child (daughter or son) visiting Smith College part-time. Credit hrs per semester: _____

SECTION 4 = Human Resources

BNF Elg Date: _____ Job FTE: _____ Academic Year: _____

Fall
Winter
Spring
Summer

$$\$ \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Tuition Amount
Benefit %
FTE Benefit
Benefit Amount

HR Signature: _____ Date: _____